



**State of North Carolina**  
**Office of Information Technology Services**  
*Statewide IT Procurement Office*

Michael F. Easley, Governor

George Bakolia, State Chief Information Officer

**Memorandum**

**To:** State Agency Purchasing Officers  
State Agency Chief Information Officers  
State Agency Finance Officers

**From:** Patti Bowers, Chief IT Procurement Officer

**Subject:** Desktop PC, Laptop Computer and Printer Purchases

**Date:** September 1, 2004

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This memorandum is being sent to you on behalf of George Bakolia, State CIO. The Statewide IT Procurement Office is establishing procedures for the aggregation of hardware purchases, as authorized by SB 991, G.S. 147-33.72F. To facilitate the implementation of this enterprise effort, all requisitions for desktop PC's, laptop computers and printers (both laser and inkjet printers) should be forwarded to this office, effective immediately. This applies to all term contract purchases for desktops, laptops and printers regardless of dollar amount. Requisitions may be forwarded by adding the Statewide IT Procurement Office as an approver in E-Procurement or by faxing them to 919-981-5374. If you are in the planning phase for any large volume purchases of PC's, laptops or printers, please advise this office so that your request can be considered as we establish formal procedures for addressing the requirements of G.S. 147-33.72F.

A work group, consisting of representatives from several agencies, has been formed to address configurations. The initial procurement will take place in September and will involve consolidating requisitions and negotiating costs and logistics with the vendor(s). To be included in the September bulk purchase, all requisitions must be received no later than Friday, September 17, 2004. The second procurement will take place in January 2005 and will be modeled on the volume purchasing process that DENR has successfully implemented. A third procurement will take place in May 2005. Between now and January, the Statewide IT Procurement Office will establish processes and address open issues you may have with this initiative. We will continue to consult with you as we move forward.

Please feel free to contact me if you have any questions.

**Patricia R. Bowers, Chief IT Procurement Officer**  
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Cc: George Bakolia, State CIO